

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

August 25 - City Council
Meeting Agendas

Looking Ahead

Most boards, including Council, are holding meetings virtually. Check the meeting calendar for updates. [Click here for how to submit or make public comments during the meetings.](#)

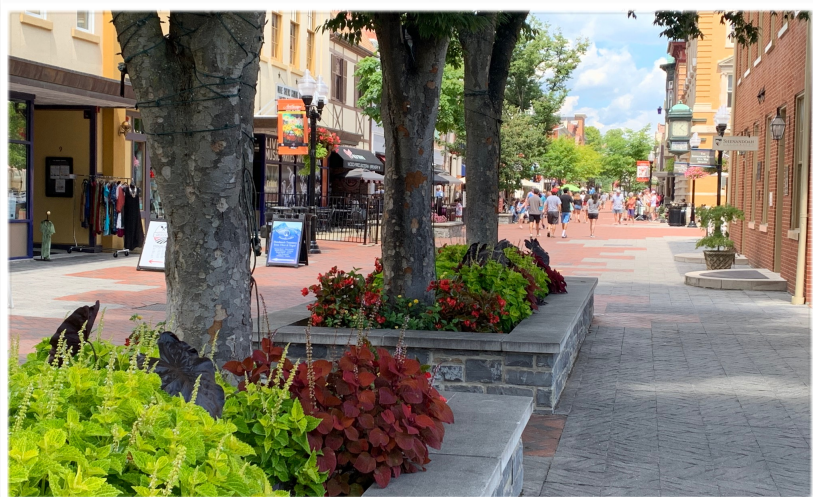
Monday, August 24: Parks & Recreation Board meeting

Thursday, August 27: Parking Authority meeting

Tuesday, September 1: Planning Commission work session

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The vibrant colors and activity in Old Town Winchester were vivid this week.

City Manager's Highlights

Began discussions on possibly reopening City facilities in September. Council will resume in-person meetings (open to the public) at the Jim Barnett Park Rec Center in September.

Construction resumed on water meter replacement project.

Parks & Recreation will be offering an all-day child care program for WPS elementary school students who have chosen the hybrid option. [More Info](#)

Winchester Police continued their Combat the Cat campaign to remind local residents to lock their vehicle doors.

City Council held a special meeting to make a motion to conduct candidate interviews for City Manager within 15 days at an undisclosed location and time.

Public Safety

Winchester Police

- Held COVID meeting with infectious disease representatives.
- Attended crisis negotiation, SWAT trainings; advanced instructor school, General Instructor recertification.
- Met with the VA State Police to go over DEFROST podcast cold case.
- Met to discuss upcoming community outreach program ideas.
- Drafted and finalized 3 form updates.
- Completed Best Practices of a Successful Quality Assurance/Quality Improvement (QA/QI) program training.
- Updated 5 policies and posted them to the website. Began working on 4 policies.
- Taught defensive tactics at the basic academy.
- Placed *Combat the Cat* signs at new locations in the city.
- Crime stats:
 - Crimes against persons (felony) - 5
 - Crimes against persons (misdemeanor) - 8
 - Burglaries (residential) - 2
 - Burglaries (commercial) - 1
 - Property crimes/other - 50

Winchester Fire and Rescue

- Conducted shift training in Hydraulics.
- Initiated a plan to improve staffing and eliminate "driver only" situations on fire apparatus.
- Completed job offer for part-time Administrative Assistant.
- Completed background interviews for two firefighter candidates and scheduled background interviews for three candidates.
- Investigated an egress complaint at a local doctor's office.
- Investigated a potential hoarding complaint.
- Met with Frederick County Fire Marshal's Office to discuss Shenandoah University R.A. Program.
- Completed our annual fire safety and extinguisher presentation with the Shenandoah University Resident Advisors.
- Began planning for Fire Prevention Week - October 4-10, 2020.

Police Activity	#
Calls for Service	749
Directed Patrols	17
Directed Patrols (OTW)	2
Extra Patrols	73
Extra Patrols (OTW)	1
Alarms/False Alarms	24/23
Crash Reports	5
Traffic Citations	36
Traffic Warnings	34
DUI/DWI	4
FOIAs Answered	8
Special Events Permits Received/Approved	1/1 50 YTD

Fire Activity	#
Fire	0
Overpressure	0
EMS/Rescue	79
Hazardous Cond.	2
Service Call	5
Mutual Aid Given	6
Good Intent	1
False Alarms	4
Special Incident	0
Plan Review	2
Reinspections	1
Inspections	2

Emergency Management

- Worked with FEMA on Public Assistance reimbursement for COVID-19 expenses.
- Worked with Social Services on the Virginia Department of Emergency Management-sponsored Health Equity Pilot Program.
- Distributed COVID-19 decontamination equipment to Parks, Police, and Juvenile Detention.
- Completed a portable radio training video for Social Services.
- Attended a conference session with AT&T FirstNet on their current system efforts.
- Conducted a meeting with the Salvation Army and Social Services regarding Mass Care Sheltering.

Development Services

Zoning and Inspections

- Completed:
 - 41 building permit inspections and 66 building permits (\$364,364 valuation).
 - 39 code enforcement inspections and initiated 23 new cases
 - 1 new business reviews (1 Zoning User Permits general business, 0 Zoning User Permits home business)
 - 0 PDSP permits
- Removed 0 signs from the public right-of-way (YTD=89)

Date	Address	Description	Value
08/13/2020	725 N LOUDOUN ST	VACANT TO GYM	\$0
08/13/2020	1512 S LOUDOUN ST	10 WALL ANCHORS	\$9,000
08/13/2020	335 N PLEASANT VALLEY RD	NEW A/C & FURNACE	\$150
08/13/2020	725 N LOUDOUN ST	INTERIOR REMODEL	\$2,000
08/13/2020	800 ARMISTEAD ST	CONVERT TO OFFICE	\$16,000
08/13/2020	1944 VALLEY AVE	ALT TO SPRINKLER SYSTEM	\$1,500
08/13/2020	2400 ROOSEVELT BLVD	ROOF MOUNTED SOLAR ARRAY	\$22,500
08/13/2020	335 N PLEASANT VALLEY RD	NEW A/C & FURNACE	\$9,000
08/13/2020	2309 WILSON BLVD	10 INTELLIBRACES	\$10,000
08/14/2020	301 N CAMERON ST	REMODEL PHARMACY	\$40,000
08/14/2020	312 WALKER ST	SUNROOM	\$64,000
08/14/2020	947 BUCKNER DR	ENCLOSED SUNROOM	\$60,000
08/16/2020	214 S KENT ST	REPLACE SIDING	\$2,800
08/17/2020	101 W WHITLOCK AVE	REPLACE WATER SERVICE	\$1,000
08/17/2020	2544 WILSON BLVD APT 102	REPLACE FURNACE	\$30
08/17/2020	238 LIBERTY AVE	REPLACE WATER SERVICE	\$3,000
08/17/2020	800 ARMISTEAD ST	NEW FIXTURES	\$1,800
08/17/2020	250 W NORTH AVE	REPLACE EXISTING DECK	\$20,000
08/17/2020	2548 WILSON BLVD APT 101	REPLACE FURNACE	\$30

Date	Address	Description	Value
08/17/2020	18 20 E GERMAIN ST	REPLACE WATER SERVICE	\$3,280
08/17/2020	54 S LOUDOUN ST	NEW HEAT PUMP	\$9,000
08/18/2020	432 N LOUDOUN ST	RENOVATION & ADDITION	\$14,000
08/18/2020	802 E CORK ST	SVC UPGRADE UG	\$1,700
08/18/2020	544 FREMONT ST	SVC UPGRADE UG	\$3,800
08/18/2020	190 CAMPUS BLVD STE 310	ALT TO SPRINKLER SYSTEM	\$300
08/18/2020	432 W CECIL ST	SERVICE UPGRADE	\$2,500
08/18/2020	25 N LOUDOUN ST	HEAT PUMP INSTALLATION	\$1,700
08/18/2020	17 W GERRARD AVE	SIGNAGE	\$500
08/18/2020	201 SELMA DR	CHANGE OUT PANEL	\$2,200
08/18/2020	202 WYCK ST	GENERATOR	\$8,500
08/18/2020	428 W CECIL ST	HVAC	\$600
08/18/2020	962 KINZEL DR	REPLACE PANEL	\$100
08/18/2020	431 HIGHLAND AVE	REMODEL	\$3,000
08/18/2020	1632 WHITTIER AVE	REPLACE 200A SERVICE	\$3,000
08/18/2020	227 KERN ST	REMODEL	\$1,700
08/18/2020	320 E PICCADILLY ST	REPLACE PANEL	\$1,000
08/18/2020	2052 HARVEST DR	ELECTRIC VEHICLE CHARGER	\$3,630
08/18/2020	1003 PENNSYLVANIA AVE	REPLACE SVC CABLE & METER	\$2,000
08/18/2020	371 E PICCADILLY ST	GARAGE	\$2,500
08/18/2020	79 RIFLEMEN LN	NEW DWLG 20-1211	\$6,000
08/19/2020	1712 AMHERST ST	NEW FIXTURES	\$4,000
08/19/2020	1712 AMHERST ST	CONVERT TO 2 EXAM RMS	\$20,000
08/19/2020	955 BUCKNER DR	REPLACE FURNACE	\$2,544
Total			\$364,364

Arts and Vitality & Old Town

- Distributed VCA grant awards letters to 4 artistic partners in community.
- Facilitated filming for Old Town Spotlight Videos at 4 local businesses.
- Held staff discussion on Old Town Advancement Commission projects and upcoming priorities.
- Spoke with local musician about scheduling free performance at Taylor Pavilion.
- Met with special event coordinator to discuss fall/winter 2020 events.
- Compiled history of Loudoun Street Pedestrian Mall for promotional materials in conjunction with Locable.

Planning

- Staffed the Planning Commission's August 18th Regular Meeting and presented the following public hearing items:
 - Conditional Use Permit (CUP) for a change to the use of a small neighborhood convenience building at 1200 Valley Ave- forwarded to Council
 - Planned Unit Development (PUD) rezoning for a 39-unit multifamily development on a 9.65-acre site along the east side of Fox Drive for Westminster-Canterbury villas known as "Hack Woods"- forwarded to Council
 - PUD rezoning for a 198-unit multifamily development on a 6.23-acre site along the west side of Spring Street primarily intended for SU students as a project known as "The Local"- tabled
 - Right of Way vacation and conveyance request for a portion of Center Street along the east side of Fox Drive- forwarded to Council
 - Major Subdivision for Habitat for Humanity along Chase, West, and Elk streets comprising 4 single-family home lots- forwarded to Council
 - Privately-sponsored Zoning Text Amendment to allow bollards instead of curbing in parking areas near buildings- forwarded to Council recommending denial
 - Two public hearing items carried over from the July regular meeting were tabled again until the September meeting:
 - ✦ PUD rezoning for a 36-unit multifamily development on a 2-acre site along the north side of W. Jubal Early Drive addressed as 1811 Roberts Street
 - ✦ CUP for the Cameron Square development along N. Cameron Street to allow more than 85 units on a single lot and/or within a single building which was tabled at applicant's request
- Prepared updated staff reports for items moving from Planning Commission to Council work session.
- Continued to conduct online plan review and approval of development projects.

Winchester/Frederick County Tourism

- Promoted on social media the new Virginia Tourism WanderLOVE road trip that they filmed with included Winchester. The blog and video can be found here: <https://blog.virginia.org/2020/08/wanderlove-northern-virginia/>.
- Took part in a special Shenandoah Spirits Trail virtual to discuss the WanderLOVE grant strategy with iHeart Media and Blue Ridge Outdoors, as well as line up a blog schedule for the remainder of the fiscal year and assign video productions to accent those blogs.
- Continued working on the Video Featurette program and preparation for the next video, which is to feature another farm market establishment.
- Held our monthly Tourism Board meeting virtually on Thursday.
- Attended a Coffee with CRUSA meeting. Discussions surrounded international travel intent, data and strategies. CRUSA is a regional marketing collaborative that markets the Capital Region to inbound international travelers.
- Attended the weekly Northern Shenandoah Valley COVID Economic Response Team meeting. Discussions surrounded several initiatives such as daycares, CARES funding and other grant opportunities in our communities.

Economic and Workforce Development

- Held August meeting of the Economic Development Authority.
- Participated in Business & Education Workforce Initiative Board meeting to discuss future projects and status of ongoing efforts.
- Participated in Housing Coalition meeting to discuss regional shelters.
- Continued working with CARES Act applicants and reviewing guidelines for future funding rounds.
- Attended August 18 Planning Commission meeting.
- Met with developers pursuing projects within the City of Winchester.

Public Services

- Construction bids were opened for two major projects this week - the Hope Drive extension project and the Valley Avenue/Tevis Street drainage and sidewalk project. Three bids were received for each project. After the bid packages are reviewed, a request will be sent to VDOT requesting their authorization to award the construction contracts. It is anticipated that construction will begin on each project later this fall.
- Construction resumed this week on the water meter replacement project.
- Held monthly progress meetings with VDOT and the contractors for two active construction projects - the trails at the Museum of the Shenandoah Valley and the Green Circle Trail adjacent to Jubal Early Drive near Valley Avenue. Both of these projects are progressing very well.
- Conducted a field review of the storm water issues associated with the proposed expansion of Westminster Canterbury.
- Contractor is preparing to do some minor blasting at City Yards to remove rock for the foundations of the new buildings that will be constructed.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	415	8,707
Water service lines replaced (number)	9	387
Water meters replaced (number)	194	5,627
Sanitary sewer mains replaced/lined (linear feet)	52	6,682
Sanitary sewer laterals replaced (number)	8	125
Sanitary manholes replaced (number)	0	42
Sidewalks replaced (linear feet)	0	39,697
Sidewalks repaired (linear feet)	1,660	193,363

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	.80	Lane miles
	Potholes repaired	0	.88	#
	Mowing	13.05	280.17	Acres
	Miles of streets swept	80	1,987.89	Miles
	Tons of leaves hauled	0	58.50	Tons
Trees	Dead/diseased trees removed	0	155	#
	Trees trimmed	33	717	#
	Stumps removed	0	173	#
	Trees planted	0	242	
Traffic	Street signs Installed/replaced	12	383	#
	Pavement markings repainted (City)	0	8,443	Linear feet
	Pavement markings repainted (contractor)	0	665,997	Linear feet
Refuse & Recycling	Refuse collected	138.51	4,437.21	Tons
	Recycling collected	50.53	1,376.906	Tons
	Large item pickups	3	92	#
Transit	Total passengers	3,043	49,824	#
	Revenue miles pick up/drop off	6,866	85,649	Miles
	Revenue hours pick up/drop off	642.5	8,228.43	Hours
Utility billing	Payments processed	1,227	46,198	#
	New bills mailed out	1,608	45,044	#
	Water services turned off (non-payment)	0	125	#
Water treatment plant	Average daily water demand	5.92	5.70	Million gallons/ day
	Peak daily water demand	6.69	7.81	
Wastewater treatment plant	Average daily flow treated	7.73	7.38	Million gallons/ day
	Peak daily flow treated	12.11	17.21	
Water distribution and wastewater collection	Water main breaks repaired	0	12	#
	Water meters read	1,154	51,679	#
	Fire hydrants flushed	72	724	#
	Sewer mains cleaned	5,374	104,652	Linear feet
	After-hours call outs	3	89	#

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Engineering	Site plans reviewed	1	79	#
	Floodplain permits issued	1	30	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	27	557	#
	Land disturbance permits issued	0	9	#
	Stormwater facility inspections	0	64	#
	Erosion and sediment control inspections	31	930	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	13	617	#
	Special events assistance	1	10	#
	Maintenance of pedestrian mall	37	950	Staff hours
Equipment maintenance	Total repairs completed	71	1,428	#
Winchester Parking Authority	Work requests completed	7	161	#
	Special events - assistance provided	0	3	#
	Vandalism or property damage issues	0	10	#
	New monthly rentals	+4	96	#
	Monthly rental cancellations	5	140	#
	Total monthly leases in all autoparks	-1	1,098	#
	Available monthly spaces in all autoparks	+1	314	#
	Hourly parkers (all four garages)	2,232	53,710	#
	Park-Mobile transactions	678	16,739	#
	Meter violations	237	4,315	#

Parks & Recreation

- Continued to review and implement contingency plans for upcoming programs and facilities.
- Developed a program for full-day child care which works in conjunction with WPS return to school plan. The plan will serve a reduced number of children as a result of the social distancing criteria. Registration will open August 24-26. [More Info](#)
- Developed a program to resume offering athletics programming this fall. Protective criteria relating to social distancing, disinfecting and other criteria will be followed.
- Mowed neighborhood parks.
- Planning for programming on a calendar sliding scale and implementing as opportunities to provide services present themselves and protective measures geared to protect patrons and staff can be applied.
- Continued coordinating with the Department of Emergency Management to manage a Point of Distribution (POD) for materials received and required by other internal departments has been established and continues to operate at the park.

Social Services

- Received 103 Benefit Program applications: 33 SNAP, 47 Medicaid, 6 TANF, 0 VIEW, 0 Child Care, 0 Auxiliary Grant, 1 General Relief-Burial, 16 Home Energy Assistance Program
- Provided case management to: 4,260 Medicaid, 1,680 SNAP, 64 TANF, 19 Auxiliary Grant, 47 individuals receive VIEW services, 50 families/92 children receive Child Care Subsidy Assistance.
- Secured and distributed web cameras to staff who did not have the ability to participate in video meetings.
- Reviewed Children's Services Act (CSA) expenditures and projections through October 2020. This process provides a proactive approach to reducing over encumbrances in the CSA budget.
- Met with Emergency Management to further Mass Care planning and preparation for emergencies.
- Participated in "Compass Lifeline" training to increase skills regarding the child welfare mobile application.
- Participated in the weekly Investigative Multidisciplinary Team (MDT) meeting.
- Attended several VDSS Benefits meetings - Regional Roundtable and the monthly COVID update.
- Participated in the following online trainings:
 - The Contagiousness of Vicarious Trauma: Impacts, Considerations, and Responses
 - Asking the Right Questions: Collaborative Approaches; Strategies to Identify and Serve Child Sex Trafficking Survivors
 - Long Term Services and Supports (LTSS) Screening Connector Webinar, sponsored by the Department of Medical Assistance Services (DMAS) within the Division for Aging and Disability Services (DADS)

Weekly Activity	#
Clients walk-ins/drop-offs	0/86
Child Protective Service (CPS) referrals/case management load	1/39
CPS family assessments & investigations of alleged maltreatment	30
Placed "on notice" for foster care entry by JDRC	6
Children in/entered/exited foster care	54/0/0
Adoption subsidy cases/adoptions finalized	50/0
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/9/121
Family Service intakes	4
Family Services Prevention case management load	7
Adult Protective Service referrals/investigations/intakes	4/17/8
Adult services case management load	3
Adult guardianships/cases	1/81
Uniform Assessment Instrument screenings	1
Interstate Compact on the Placement of Children (ICPC) case management	1
Family Partnership Meetings	10

Communications

- Distributed the August 19 CitE-News issue. [View](#)
- Handled 0 media requests for City information and staff interviews; 3 inquiries for WPD.
- Produced a [bonus content video](#) for the DEFROST group page that shows the opening of key evidence and Lt. Behan working with the Virginia State Police.
- Filmed the second episode of “Go and See! with Barry Lee” virtual field trip for kids that focuses on City Yards and Public Works. To be posted soon on [social media](#). First field trip (Fire & Rescue volunteer station) has received over 430 views.
- Filmed and began editing four of the five Economic Development business spotlight videos.
- Attended the virtual EDA and Special City Council meetings.
- Filmed a back to school safety video with Mayor Smith.
- Began designing a newsletter to mail to local residents (one time, paid for with CARES Act funding).
- Promoted new Park programs and updated website.

311 Requests Received	#
FOIA	6
New Recycling Bin	1
Missed Trash/Recycling Collection	1
City Tree Issue	1
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	-
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	1
Tall Grass	-
Total/YTD	10/374

Date	Articles in <i>The Winchester Star</i>
8/15	Chiefs worry new laws may handcuff officers
8/17	CDC: Winchester highly vulnerable in a crisis
8/18	Winchester School Board updates Title IX policies due to significant federal guideline changes
	Letter to the editor: Let's get Wilkins Lake back
8/19	Planners request more info about housing project
	Winchester planners recommend SVWC expansion
8/20	Future of downtown housing project in question
8/21	Hospitality industry weathering the COVID-19 storm
	Couple charged seven years after alleged rape, torture

Support Services

Innovation & Information Services

- Conducted Help Desk Technician candidate interviews.
- Fixed a DNS problem that was affecting the storage environment.
- Prepared a lab for testing new hardware.
- Completed IBMi cleanup and system tasks in preparation for OS upgrade.
- GIS ([interactive mapping](#)):
 - Created Voter Elected Officials dataset. Compiled all the boundaries for City of Winchester local to federal elected officials. Boundary dataset will be used in a future application.
 - Updated Polling locations dataset schema (GIS). Added additional fields that will be utilized in NEW Voting District App. Continued working on updating Voting District Application with polling place locator and find elected representative widgets.
 - Updated School bus stop data.
 - Worked on updating Winchester City School application with additional functionality for WPS Transportation to view stop data.
 - Updated main GIS site to reflect Fire and Rescue First Due Boundaries.